



# TCFIHA Registration Policies

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### 1.0 REGISTRATION POLICIES

TCFIHA registration policies enable a clear and accessible format for participants to join the association. Please refer to our website for important dates and information:

<https://www.tricitiesfemaleicehockey.ca/registration/>

New for this July 2020 revision:

- Updated links & procedures (throughout)
- Updated player types (9.1)
- Rep tryout for out of association players (9.1)
- Payment Plan & Financial Assistance (9.2)
- Updated “Association Executive” to “Association Board of Directors” throughout
- “New Player Wait List” changed to “Wait List” and now includes wait list info for all player types (9.3)

**Clauses for the 2020/2021 Season only:**

- Registration does not guarantee placement on a team.
- Registration will be based on a first come first serve basis, per division, per level, by using the date and time a player was registered through our online registration system. Exceptions can be made on a case-by-case basis by the Board of Directors.
- For the 2020-2021 Season, we will notify all players of their registration status as soon as possible, and this may be later than the regular confirmation date of August 15.
- Registration Fees are subject to change as determined by the Board of Directors once health & safety guidelines are known. If new fees are announced, registrants will have the option to withdraw at that time.
- Players who opt out of the 2020/21 season and wish to return to play in the 2021/22 season will be considered returning players if they played with TCFIHA in the 2019/20 season and have not registered with another minor hockey association.
- Payment plan dates are subject to postponement if start of season date is delayed and/or direction regarding return to play guidelines continues to be uncertain.
- Refund policy dates are subject to change if start date is delayed.



## 1.1 REGISTRATION

Each player type has a different set of requirements and steps. Please refer to the appropriate player type from the list below for instructions on how to register:

### RETURNING PLAYER

#### Player Requirements

- Live in Coquitlam, Port Coquitlam, Port Moody, Anmore or Belcarra
- Played minor hockey with Tri Cities Female Hockey Association last season and lived within the Tri-Cities boundaries
- Note that Returning Players must register within the timelines and are still accepted on a first come first serve basis should a division be full. Being a Returning Player does not guarantee you a place in the subsequent season.
- Included as Returning Players are those that are residents of New Westminster and played with TCFIHA in the prior season (see details below for Adjacent Association Policy).

#### Registration Steps

1. Log in with your TeamSnap credentials and follow the steps to complete the registration.
  - Please refer to our registration page online for any pertinent information for the upcoming season such as fees, payment plans and special instructions:  
<https://www.tricitiesfemaleicehockey.ca/registration/>

### NEW PLAYERS

#### Player Requirements

- Live in Coquitlam, Port Coquitlam, Port Moody, Anmore or Belcarra
- Never played minor hockey before.

#### Document Requirements

1. [PCAHA Player Registration Certificate form](#)
2. Copy of the player's Birth Certificate.
3. First proof of residence document from the following list:
  - utility bills (BC Hydro, gas, cable TV, Telus)
  - property tax statement, or rental agreement
  - bank or credit card statements
  - income tax assessment or child tax credit
4. Second proof of residence document from the list above.

#### Registration Steps

1. Complete the online fillable '*PCAHA Player Registration Certificate form*'.
2. Scan the player's Birth Certificate and the two (2) proof of residence documents.
3. Email all four (4) of the required documents to TCFIHA Registrar (find updated contact information on our website at <https://www.tricitiesfemaleicehockey.ca/board-of-directors/>)
4. The TCFIHA Registrar will register the player into the Hockey Canada Registry (HCR) and creating a Hockey Canada ID.
5. **Wait** for Registrar to contact you with your new Hockey Canada ID
6. Login with your TeamSnap credentials (or create a new account if necessary) and follow the steps to complete the registration.



- Please refer to our registration page online for any pertinent information for the upcoming season such as fees, payment plans and special instructions:  
<https://www.tricitiesfemaleicehockey.ca/registration/>

## TRANSFERRING PLAYERS

### Player Requirements

- Currently registered with another minor hockey association and one or more of the following is true:
  - moved residence into the Tri Cities boundaries
  - plays in a Tri Cities integrated association and wants to transfer to the TCFIHA.
  - lives in a neighboring city whose home association does not have female teams at their division and/or level.

### Registration Steps

1. Complete the online fillable [PCAHA Application for Player Movement form](#)
2. Have the '*PCAHA Application for Player Movement form*' signed by the Registrar from the association the player is transferring from.
3. Scan the player's Birth Certificate and the two (2) proof of residence documents.
4. Email all four (4) of the required documents to TCFIHA Registrar ([registrar@tricitiesfemaleicehockey.ca](mailto:registrar@tricitiesfemaleicehockey.ca))
5. **Wait** for the TCFIHA Registrar to contact you. At this point the TCFIHA Registrar will process your transfer and then wait for approval from BC Hockey. You will be notified once approved; proceed to step 6.
6. Login with your TeamSnap credentials and follow the steps to complete the registration.
  - Please refer to our registration page online for any pertinent information for the upcoming season such as fees, payment plans and special instructions:  
<https://www.tricitiesfemaleicehockey.ca/registration/>

## ADJACENT ASSOCIATION PLAYERS

### Player Requirements

- Live in New Westminister and registered with New Westminister Minor Hockey Association.
- You will still be required to complete all required transfer forms – however players that are residents of New Westminister and played with TCFIHA in the prior season may register at the Returning Player registration date.

### Document Requirements

1. [PCAHA Application for Player Movement form](#)
2. Copy of the player's Birth Certificate.

### Registration Steps

1. Complete the online fillable '*PCAHA Application for Player Movement form*'.
2. Have the '*PCAHA Application for Player Movement form*' signed by the Registrar from the association the player is transferring from.
3. Scan the player's Birth Certificate.
4. Email all two (2) of the required documents to TCFIHA Registrar ([registrar@tricitiesfemaleicehockey.ca](mailto:registrar@tricitiesfemaleicehockey.ca))
5. **Wait** for the TCFIHA Registrar to contact you. At this point the TCFIHA Registrar will process your transfer and then wait for approval from BC Hockey. You will be notified once approved; proceed to step 6.
6. Login with your TeamSnap credentials and follow the steps to complete the registration.



- Please refer to our registration page online for any pertinent information for the upcoming season such as fees, payment plans and special instructions:  
<https://www.tricitiesfemaleicehockey.ca/registration/>

### REP TRYOUT FOR OUT OF ASSOCIATION PLAYERS

If you live in an adjacent municipality (Maple Ridge, New Westminster, Burnaby, or Surrey) which has a female hockey program but no "A" team in your division, you can tryout for a TCFIHA Rep team. If not named to the TCFIHA rep team, you will return to your association.

As per PCAHA D (8)(a)(i), the player must be registered in their home association by July 31st of that season in order to try out for Rep at an adjacent association.

#### Player Requirements

- Want to play on a TCFIHA "A" team because the association where you live does not have an "A" team.

#### Document Requirements

1. [PCAHA Preliminary Tryout Approval form](#)

#### Try-Out Steps

1. Complete the '*PCAHA Preliminary Tryout Approval form*'.
2. Have the '*PCAHA Preliminary Tryout Approval form*' signed by the Registrar from the player's home association.
3. Email the one (1) required document to TCFIHA Registrar ([registrar@tricitiesfemaleicehockey.ca](mailto:registrar@tricitiesfemaleicehockey.ca))
4. Bring Rep Tryout Fee to your first evaluation ice time. Please see our fees page on our registration page for updated tryout fee amounts. A player **will not** be allowed on the ice until the tryout fee is received.

#### Registration Steps

If you are named to the TCFIHA "A" team you will:

1. Complete the [PCAHA Application for Player Movement form](#).
2. **Wait** for the TCFIHA Registrar to contact you. At this point the TCFIHA Registrar will process your transfer and then wait for approval from BC Hockey. You will be notified once approved; proceed to step 3.
3. Login with your TeamSnap credentials and follow the steps to complete the registration.
  - Please refer to our registration page online for any pertinent information for the upcoming season such as fees, payment plans and special instructions:  
<https://www.tricitiesfemaleicehockey.ca/registration/>

## 1.2 REGISTRATION FEES & LATE FEES

Updated registration fees can be found on our website at  
<https://www.tricitiesfemaleicehockey.ca/registration/>

Early registration is encouraged, and there is a late fee applied to all registrations received on or after July 15<sup>th</sup>. Please see our fees page for current late fees.

Note: this does not apply to transfer players awaiting approval of a PCAHA Application for Player Movement Form.



Any player wishing to register after November 1 will be accessed on a case-by-case basis. If a Player wishes to register after November 1, they must first get approval from the Association Board of Directors. If accepted, their registration fee will be pro-rated.

### **PAYMENT PLAN**

Registrations completed prior to July 15th may take advantage of a payment plan through our online registration. There is no additional cost for choosing this option.

For current season details of our payment plan, please visit our registration page.

### **FINANCIAL ASSISTANCE**

Financial Assistance is available through a variety of programs. Visit these links to learn more on eligibility requirements and how to apply.

[KidSport TriCities](#)

[athletics4kids](#)

[Jumpstart \(Canadian Tire\)](#)

[Pucks Program](#)

[Grindstone Award Foundation](#)

[R.E.C. For Kids Society](#)

## **1.3 WAIT LIST**

For Returning Players, registration is based on a first-come-first-serve basis, per division, per level, by using the date and time stamp that each player is registered. Registration does not guarantee Players/Goalies a spot on a team. While our common goal is to ensure that every registrant has a spot, if teams are full, registrants will be placed on a waitlist in the order that their registration was completed.

For New Players, once the Registration is received the Player is placed on a waiting list which is prioritized per the following:

1. Siblings of currently Registered Players.
2. Residency in the TCFIHA Catchment Area (Coquitlam, Port Coquitlam, Port Moody, Anmore or Belcarra).
3. Date and time that the Registration Form is received by TCFIHA.

The Association Registrar will distribute Wait Lists to the Association Board of Directors and to all Division Coordinators. The Association Board of Directors must approve all New Registrants; if a Player's registration is accepted after the start of Tryouts, she may be placed in the Tryout Process at the Board of Director's discretion. Any changes to the Wait List must be approved by the TCFIHA Board of Directors.

Under normal circumstances, players will be notified of their registration status by August 15<sup>th</sup>. Any registrations taken once a division for House and Rep is closed or after August 15<sup>th</sup>, may be put on a waitlist until it is determined if there is room for the player on a team.



#### 1.4 CANCELLATION OF REGISTRATION

Players wishing to cancel their Registration should notify the TCFIHA Registrar and President in writing. Refunds of Fees are per the following:

1. Before August 15<sup>th</sup> – 100%
2. August 16<sup>th</sup> to September 15<sup>th</sup> – 90%
3. September 16<sup>th</sup> to 30<sup>th</sup> – 75%
4. October 1<sup>st</sup> to end of season – no refund.

Players who are accepted on a Major Midget Team after registering with TCFIHA will receive a full refund unless they have participated in the TCFIHA tryouts or team ice sessions which then, the refund will account for the cost of the services that have been received up to that point, as well as the non-refundable \$75 administrative and insurance fee.

Withdrawal from the Association due to medical issues will be reviewed by the Association's Board of Directors on a case-by-case basis. Please contact the Association Registrar for more information.

All of the above are less the **non-refundable Administration and Insurance Fee** and the **transfer fee** where applicable. Please see our fees page for updated fee amounts. These policies are subject to change as required based on circumstances and with approval by the Board of Directors.

#### 9.5 NSF CHEQUES

Should the Association receive an NSF cheque, the Member will have two weeks from formal notification to fulfill payment of balance owing + \$30 administrative fee. If payment is not completed within two weeks, the Player will be ineligible to attend games or practices until payment is received.

**The Tri Cities Female Ice Hockey Association reserves the right to consider extenuating circumstances in applying the registration policies and procedures.**